

School Drill Documentation Form

Type of Drill	Number/Schedule
<i>Fire</i>	Five – Three drills must be completed by December 1
<i>Tornado</i>	Two – One drill must be completed in March
<i>Safety/Security</i>	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. One drill shall include security measures of a potentially dangerous individual on or near the school premises. Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Mercy High School

Principal: Patricia Sattler

Date of drill: 10/28/2021 Number of students: 635 Number of staff: 93

Time initiated: 1:40 PM (a.m./p.m.) Time concluded: 1:45 PM (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input checked="" type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number (1) 2 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 10/28/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Mercy High School

Principal: Patricia Sattler

Date of drill: 11/2/2021 Number of students: 635 Number of staff: 93

Time initiated: 10:44 (a.m./p.m.) Time concluded: 11:04 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input checked="" type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **(1) 2 3** for the 2021/2022 school year

Name of person conducting drill: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 11/2/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Mercy High School
 Principal: Patricia Sattler
 Date of drill: 11/8/2021 Number of students: 635 Number of staff: 93
 Time initiated: 10:48 (a.m./p.m.) Time concluded: 10:53 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input checked="" type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input checked="" type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number 1 **(2)** 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Eleasha Tarplin
 Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 11/8/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Mercy High School

Principal: Patricia Sattler

Date of drill: 11/16/2021 Number of students: 635 Number of staff: 93

Time initiated: 3:30 (a.m./**p.m.**) Time concluded: 3:40 (a.m./**p.m.**)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input checked="" type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for: Fire drill number 1 2 **3** 4 5 for the 2021/2022 school year
(circle number next to applicable drill)

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 11/17/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

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Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Mercy High School

Principal: Patricia Sattler

Date of drill: 11/17/2021 Number of students: 635 Number of staff: 93

Time initiated: 11:08 (a.m./p.m.) Time concluded: 11:13 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
 (circle number next to applicable drill)

Fire drill number 1 2 3 **(4)** 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Eleasha Tarplin

Title of person conducting drill: Dean of Student Affairs

Signature or person conducting drill: Eleasha D. Tarplin Date: 11/17/21

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

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